

Redscope Primary School – Privacy notice for pupils and their families

To be reviewed: as required

Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet the statutory duties placed upon us for DfE data collections

Categories of pupil information that we collect, this data includes, but is not restricted to:

- Personal information (such as name, unique pupil number and contact details)
- Parental Information
- Safeguarding Information – e.g. Court orders and professional involvement.
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainments e.g. any relevant test and exam results
- Special educational needs information
- Relevant medical information
- Behavioural Information – e.g. exclusions and any relevant alternative provision put in place.
- Visits and activities
- Catering and free school meal information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

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Storing pupil information

Redscope Primary School keep information on computer systems and also sometimes on paper.

We hold your education records securely until you change school in accordance with our records management policy.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools or colleges that pupils attend after leaving us
- The local authority - Rotherham Borough Council
- The Department for Education (DfE)
- NHS
- Creative Children's Academy Trust
- ParentPay
- Arbor
- CPOMs
- Capita
- Data monitoring software e.g. EMAG, RAISE, FFT

We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Matters relating to safeguarding take precedent over GDPR policy.

In order to meet statutory requirements around appropriate education provision, and to fulfil safeguarding requirements, we share information about school history, and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

Pupil data follows the child through to secondary school and so Redscope primary may not retain specific information after Year 6.

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The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

<https://www.gov.uk/government/publications/dfe-external-data-shares>

Registered office: Redscope Primary School, Kimberworth Park Road, Rotherham, S61 3JT

Company Registration number 3722021



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How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:

<https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact Tim Pinto on tpinto@esafetyoffice.co.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO Tim Pinto tpinto@esafetyoffice.co.uk the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

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Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data and recommend that you revisit this privacy notice periodically.

If you would like to discuss anything in this privacy notice, please contact:
Tim Pinto DPO tpinto@esafetyoffice.co.uk